Merging and splitting cells

Merging

You can select contiguous cells and merge them into one as follows:

1) Select the range of contiguous cells you want merge.

2) Go to **Format > Merge Cells > Merge Cells** or **Merge and Center Cells** on the Menu bar, or click on the **Merge and Center Cells** icon on the Formatting toolbar, or right-click on the selected cells and select **Merge Cells** in the context menu. Using **Merge and Center Cells** will center align any contents in the cells.

3) If the cells contain any data, the Merge Cells dialog (Figure 36) opens, showing choices for moving or hiding data in the hidden cells.
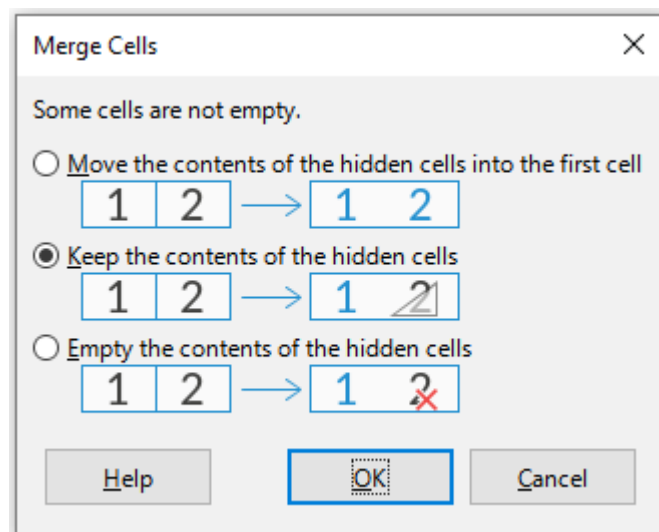
4) Make your selection and click **OK.**

Figure 36: Merge choices for non-empty cells

> ⚠️ **Caution**
>
> Merging cells can lead to calculation errors in formulas used in the spreadsheet.

Splitting

You can reverse a merge operation by splitting a cell that was previously created by merging several cells.

1) Select a merged cell.

2) Go to **Format > Merge Cells > Split Cells** on the Menu bar, or click on the **Merge and Center Cells** icon on the Formatting toolbar, or right-click and select **Split Cells** from the context menu.

3) Any data in the cell will remain in the first cell. If the hidden cells did have any contents before the cells were merged, then you may have to manually move the contents to the correct cell.

Sharing content between sheets

You might want to enter the same information in the same cell on multiple sheets, for example to set up standard listings for a group of individuals or organizations. Instead of entering information on each sheet individually, you can enter it in several sheets at the same time.